

FLEET TEAM LEADER

DEFINITION:

Under general direction, to supervise, coordinate, install, repair, maintain, and schedule service and repair activities of teams of technicians for fleet automobiles, buses, light and heavy trucks, and construction and industrial equipment; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

The Fleet Team Leader is a first-line, working supervisor class responsible for a service/repair section or shop. Incumbents perform a varying ratio of administrative and automotive repair tasks. This class differs from the next higher class, Fleet Regional Manager, in that the latter is a management class responsible for directing all aspects of fleet maintenance and repair operations for multiple facilities as well as overseeing the budget. The Fleet Team Leader differs from the next lower class, Master Fleet Technician, in that the latter is a lead-worker class, which performs moderate to complex automotive repairs and assists in providing technical guidance and training to subordinate technicians, but does not perform administrative tasks.

EXAMPLES OF DUTIES:

Plans, schedules, assigns, and supervises the work, inspection, and repair of automobiles, light and heavy trucks, construction and industrial equipment; oversees installations/repairs and overhauls of engines, clutches, transmissions (including power shifts), final drives, track assemblies, hydraulic systems, air systems, air conditioning systems, brake systems, and other components on a variety of equipment; provides technical assistance and coaching to subordinate technicians; monitors achievement of shop performance goals to ensure maintenance contract and Service Level Agreement (SLA) compliance; leads team meetings; attends other departmental meetings as a representative of the Fleet Management Division; directs and inspects repairs of truck bodies and special mounted equipment; dispatches tow trucks and technicians to make emergency repairs in the field on heavy trucks, tractors, automobiles, and other equipment; coordinates and/or performs diagnosis, mechanical repairs and service involving the most complex automotive systems such as vehicle computers, electrical systems, and electronically controlled hydraulic systems; authorizes and directs the installation, maintenance or repair of special emergency equipment; supervises and ensures that ancillary shop support activities are performed such as equipment lubrication; keeps mandatory records on specific pieces of equipment; ensures safety procedures and policies are followed and that regular safety training is provided; maintains parts inventory; prepares equipment and supply requisitions; operates and updates an automated Fleet Management Information System (FMIS); monitors employee productivity, assesses their performance, and evaluates reports to ensure managed competition accountability; assesses field maintenance work requests to determine the most appropriate course of action to correct problem.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Diagnosis, servicing, installations, major overhaul and maintenance of all types of complex automotive, truck, construction, and industrial equipment.
- Supervision and training principles and techniques.

- EPA (air pollution control) requirements for motor vehicles and related diagnostic equipment.
- Testing methods used for identifying malfunctions in all types of automotive, construction, and industrial equipment and assisting staff on complex diagnostics.
- Shop and field safety practices.
- Shop organization and work scheduling.
- Inventory methods and procedures for stocking a repair facility with automotive, truck, construction, and mechanical parts.
- Diagnostics of gas/diesel/alternative fuel engines, scope of repair, complex technical assistance to staff.
- Emergency procedures and dispatching field support staff and equipment.
- Evaluating field emergency needs versus shop support.
- Fleet Management Information System (FMIS).
- Customer service and performance monitoring measurement.
- Current technological diagnostic systems/programs to interpret needs in repair or maintenance of equipment.
- Handling of hazardous materials spills and disposal.
- Alternative fuel systems.
- Multi-faceted programs such as California Smogcheck II, Biennial Inspection of Terminals (BIT) for commercial vehicles.
- Total fabrication and welding techniques.
- Team concepts and training

Skills and Abilities to:

- Diagnose and repair vehicle and equipment malfunctions.
- Install, repair, and maintain all county automotive, truck, construction, and industrial equipment.
- Use both printed and automated manufacturer's maintenance and repair parts manual.
- Use automotive and heavy equipment testing devices to resolve problems.
- Use all types of shop equipment maintenance and repair tools.
- Operate automotive and other mechanical equipment including vehicle lifts.
- Operate complex diagnostic equipment including Monitor 2000 and 4000, dynamometers, five-gas analyzers, freon detectors, A/C service centers and recycling systems, and testing and driveability scanners.
- Prepare maintenance and repair reports.
- Effectively communicate using visual aids in formal presentations.
- Emphasize and demonstrate the goal of customer service in all aspects of work product.
- Communicate effectively in English both orally and in writing.
- Operate basic office equipment.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Three (3) years of experience as Master Fleet Technician in County of San Diego; AND, one (1) year experience as a lead person, supervisor or manager; OR,
2. Seven (7) years of progressively responsible experience in the repair of automotive, truck, construction, and industrial equipment; AND one (1) year experience as a lead person, supervisor or manager.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

Must have a valid Class C California driver's license at time of appointment. Must have valid Class B California driver's

license within six (6) months of appointment. A valid Class A California driver's license may be required subject to the types of vehicles the incumbent is assigned to service and repair.

Certification:

Must possess and maintain a current ASE Master Certification as either an Automobile Technician or Medium/Heavy Truck Technician.

Automobile Technician	Medium/Heavy Truck Technician
-- Engine repair	-- Gasoline engines
-- Automatic transmission/transaxle	-- Diesel engines
-- Manual drive train & axles	-- Drive train
-- Suspension & steering	-- Suspension & steering
-- Brakes	-- Brakes
-- Electrical/electronic systems	-- Electrical/electronic systems
-- Heating & air conditioning	-- Heating, ventilation, & air conditioning
-- Engine performance	-- Preventive maintenance inspection

Working Conditions:

Subject to emergency callback, evening, and weekend work. Exposure to noise, dust, cleaning solvents, battery acids, and exhaust fumes. Incumbents work in confined spaces, under vehicles and occasionally repair disabled vehicles in freeway traffic or off-road.

Physical Requirements:

Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).